

# WIA Youth Eligibility Documentation Guide

DWD Issuance 22-2008: Attachment

**Instructions:** Check which documentation is used to determine eligibility. Copies of the appropriate documents should be kept in the youth's case file. It is important to note that the Missouri Division of Workforce Development requires only one document per criterion. Local areas may require more.

Criterion	Acceptable Documentation
<b>Age/Birth Date</b>  <b>Toolbox Location:</b> Seeker screen <b>Tab:</b> Seeker Info  Documentation must verify that the youth is between the age of 14-21 (WIA Youth) or 14-24 (ARRA-Youth) at the time of application/enrollment.	Birth certificate
	Baptismal record if date of birth is shown
	DD-214, Report of Separation from military
	Hospital record of birth
	Driver's license
	State, federal, or local government ID
	Passport
	Work permit
	Public Assistance/Social Service Records
	School records
	Tribal records
<b>Citizenship Status/ Authorization to Work in the U.S.</b>  <b>Toolbox Location:</b> Seeker screen <b>Tab:</b> Seeker Info	U.S. passport, certificate of U.S. citizenship, certificate of naturalization, permanent resident card, unexpired refugee travel document
	Utilization of the form I-9, Employment Eligibility Verification and the applicable support documentation
	Permanent Resident Card or Alien Registration Receipt Card
	Verification from the Selective Service website ( <a href="https://www4.sss.gov/regver/verification1.asp">https://www4.sss.gov/regver/verification1.asp</a> )
<b>Social Security Number (SSN)</b>	Social Security card
	Photo ID with the SSN

Criterion	Acceptable Documentation
<b>Toolbox Location:</b> Seeker Entry screen	W-2
	DD-214 (Discharge Papers and Separation Documents from military)
	Pay stubs
	Social Services Agency (Public Assistance/Social Service Record)
	Social Security benefit documents
	Unemployment Insurance (UI) records if name and SSN are shown
<b>Selective Service Registration</b> (Males age 18, born after 1959)	Selective Service registration record
	DD-214
<b>Low-Income Individual</b>	<b>A low-income youth must meet 1 of 6 conditions below</b>
<b>1. Cash Public Assistance</b> Receives or is a member of a family that receives cash payments under a federal, state, or local income-based public assistance program  <b>Toolbox Location:</b> Eligibility screen <b>Tab:</b> Application	Written authorization to receive cash public assistance
	Verification by the public assistance agency through phone, email, or fax
	Public assistance records
	Refugee assistance records
	Verification from the refugee assistance provider through phone, email, letter, or fax
<b>2. Family Size &amp; Income</b> Determined when an individual received an income or is a member of a family that received an income for the 6-month period prior to application for the program that in relation to	Pay stubs
	Employer statement of earnings
	Compensation award letters
	Social Security benefits letter
	Pension statement
	Housing Authority verification
	Bank statement if income is received by direct deposit

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<p>family size does not exceed the higher of the poverty line or the 70 percent of the lower living standard income.</p> <p>"Family" means two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories: (A) A husband, wife, and dependent children. (B) A parent or guardian and dependent children. (C) A husband and wife.</p> <p><b>Toolbox Location:</b> Eligibility screen <b>Tab:</b> Application</p>	Court award letter
	Family or business financial records
	Quarterly estimated tax for self-employed persons
	Alimony agreement
	<p>Self-attestation (only in cases when an individual has no income or receives very little undocumented income; should include some description of how the applicant has been supported within the past 6 months)</p>
<p><b>2a. Methods for Calculating Income</b></p> <p><b>Toolbox Location:</b> Eligibility screen <b>Tab:</b> Eligibility</p>	<p>When calculating income, local areas are encouraged to use any one of the following methods as appropriate. The examples are illustrative only and local areas should obtain as many pay stubs as possible.</p> <p><b>STRAIGHT PAY OR SALARY METHOD</b></p> <p>Under the Straight Pay Method, the participant supplies a sample of pay stubs covering the most recent six months of family income. Upon reviewing the pay stubs the intake worker determines that the wage information on the pay stubs is the same. There is no variation in the wages for any of the pay stubs submitted for the income verification.</p> <p>The intake worker will calculate the income based upon the wages indicated on one of the pay stubs, since there are no variations in the gross income on the pay stubs. Based upon the length of the pay period represented by the pay stubs, (usually weekly, bi-weekly or monthly) the gross income is multiplied by the number of pay periods in a year. That is, 52 x gross wages, 26 x gross wages, or 12 x gross wages respectively. The result will be the annualized income used to determine eligibility.</p> <p><b>EXAMPLES:</b></p> <p>Five (5) pay stubs are provided indicating gross wages of \$548.00 each. The pay stubs are sporadic and cover a period of</p>

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	<p>3 months. The pay frequency is bi-weekly. An intake worker would multiply the gross wages indicated on the pay stub by the frequency occurrence.</p> <p><math>26 \times \\$548 = \\$14,248</math></p> <p><b>AVERAGE PAY METHOD</b></p> <p>Under the Average Pay Method, a sample of six pay stubs are submitted which show variations in the gross earnings. The variations may result from overtime, lost time or work for different employers.</p> <p>In calculating the annualized income, the intake worker must determine the average gross earnings based upon the number of pay stubs provided. To determine the average gross earnings, the intake worker must total the gross earnings of all the pay stubs provided and divide the result by the number of pay stubs. The result will be the average gross earnings per pay period. After determining average gross earnings the intake worker will then determine the pay frequency and multiply the gross average earnings by the number of pay periods in a year.</p> <p><b>EXAMPLE:</b></p> <p>Participant provides intake worker with six (6) pay stubs with gross earnings of; \$534.00, \$475.00, \$398.00, \$534.00, \$498.00, and \$534.00. The pay frequency is weekly. The intake worker should do the following:</p> <p>Add: <math>\\$534 + \\$475 + \\$398 + \\$534 = \\$498 + \\$534 = \\$2,973.00</math></p> <p>Divide: <math>\\$2,973/6 = \\$495.50 = \text{Average gross earnings}</math></p> <p>Multiply: <math>\\$495.50 \times 52 = \\$25,766 \text{ Annualized gross income}</math></p> <p><b>YEAR-TO-DATE METHOD</b></p> <p>Under the Year-To-Date Method of calculating annualized gross income, the participant provides recent pay stubs with cumulative year-to-date gross earnings indicated on the pay stub. The cumulative year-to-date gross earnings indicate the gross earnings up to the date of the pay period ending date on the pay stub. To compute the annualized income, the intake worker counts the number of pays that have occurred since January 1, and divides that number into the gross year-to-date earnings indicated on the pay stub. [After this computation, the steps are the same as for the average pay method.] The result of this computation (average gross income per pay period) is</p>

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	<p>then multiplied by the number of pay periods in a year to determine the annualized gross earnings.</p> <p><b>EXAMPLE:</b>  Participant provides the intake worker with a recent pay stub whose gross year-to-date earnings are \$13,756. The pay period ended September 30, 1992. The pay frequency is bi-weekly. Upon counting the number of pays that have occurred since January 1, 1992, the intake worker has determined that the participant has been paid 19 times. Calculation of the gross annualized income would be done as follows:</p> <p>Divide \$13,756 by 19 bi-weekly pays = \$724.00</p> <p>Multiply \$724.00 by 26 = \$18,824 (based upon bi-weekly pay frequency 26 pays per year)</p> <p>Or</p> <p>Divide \$13,756 by 38 weekly pays = \$362.00  Multiply \$362.00 by 52 = \$18,824 (based upon weekly pay frequency 52 pays per year)</p> <p><b>INTERMITTENT WORK METHOD</b>  When an applicant has not had steady work with one or more employers, she/he should supply as many pay stubs as possible and complete an Applicant Statement explaining all missing pay stubs and non-work periods during the last six months. In such cases the intake worker should total all wages for the six month period and multiply the result by two to annualize the wage income.</p> <p>If the applicant reports little or no includable income, as shown above, she/he should indicate other resources relied upon for life support during the last six months on the Applicant Statement. Such resources may include such things as unpaid debts, gifts, loans, unemployment compensation, etc.</p>
<p><b>3. Food Stamps</b>  Is a member of a household that receives (or has been determined within the 6-month period prior to the</p>	<p>Verification by the public assistance agency through phone, email, letter, or fax</p> <p>Social Services Agency (Public Assistance/Social Service Record)</p>

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<p>application for the program involved to be eligible to receive) Food Stamps</p> <p><b>Toolbox Location:</b> Eligibility screen <b>Tab:</b> Eligibility</p>	
<p><b>4. Homeless Individual</b> As defined in subsections (a) and (c) of Sections 103 of the Stewart B. McKinney Homeless Assistance Act</p> <p><b>Toolbox Location:</b> Eligibility screen <b>Tab:</b> Application</p>	<p>Verification from a shelter or social services agency</p> <p>Self-attestation, case notes</p> <p>WIA intake or registration form signed by applicant or guardian</p> <p>Written statement from individual providing residence</p>
<p><b>5. Foster Child Individual</b> is a foster child on behalf of whom state and local government payments are made</p> <p><b>Toolbox Location:</b> Eligibility screen <b>Tab:</b> Eligibility, Barriers button</p>	Court documentation
	Verification from a social services agency
	WIA intake or registration form signed by applicant or guardian
	Case notes
<p><b>6. Disabled Individual</b> Whose own income meets the criteria in either 1 or 2 above, even if his or her family income does not meet the criteria</p> <p><b>Toolbox Location:</b> Eligibility screen</p>	
	<b>To Document Disability</b>
	School record of disability determination (IEP-Individualized Education Program)
	Letter from drug or alcohol rehabilitation agency
	Medical records identifying/verifying disability
	Physician's statement identifying/verifying disability
	Case notes regarding observable conditions

Criterion	Acceptable Documentation
<b>Tab(s):</b> Eligibility -and- Barriers button (both sections should be checked)	Psychologist diagnosis
	Social Security disability records
	School record of disability determination
	Social services records
	Veterans Administration letter identifying/verifying disability
	Vocational Rehabilitation letter identifying/verifying disability
	Worker's Compensation record identifying/verifying disability
	Self-attestation identifying/verifying disability
	<b>To Document Income for Youth with Disabilities</b>
	Pay stubs
	Employer statement of earnings
	Compensation award letters
	Social Security retirement benefits letter
	Pension statement
	Bank statement if income is received by direct deposit
	Court award letter
	Family or business financial records
	Quarterly estimated tax for self-employed persons
	Alimony agreement
	Authorization to receive cash public assistance
	Verification by the public assistance agency through phone, email, letter, or fax
	Public assistance records
	Refugee Assistance records
	Verification from the refugee assistance provider through phone, letter, email, or fax

Criterion	Acceptable Documentation
<b>Barriers for Low-Income Youth</b>	<b>Low-income youth must have one of the following seven barriers.</b>
<b>1. Deficient in Basic Literacy Skills</b>  <b>Toolbox Location:</b> Eligibility screen <b>Tab:</b> Eligibility, Barriers button	Standardized assessment test
	School records
	Case notes
<b>2. School Dropout</b>  <b>Toolbox Location:</b> Eligibility screen <b>Tab:</b> Eligibility, Barriers button	School board verification of dropout status or habitual truancy
	Dropout letter
	Self-attestation
<b>3. Homeless</b>  <b>Toolbox Location:</b> Eligibility screen <b>Tab:</b> Eligibility, Barriers button <b>A Youth who lacks a fixed, regular, adequate night time residence. This definition includes any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for individuals</b>	Verification from a homeless shelter or social services agency
	Self-attestation
	WIA Intake or registration form signed by applicant or guardian
	Written statement from individual providing residence



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<b>intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or a person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth).</b>	
<b>4. Foster Child</b>	Court documentation
Toolbox Location: Eligibility screen Tab: Eligibility, Barriers button	WIA Intake or registration form signed by applicant or guardian
	Case Notes
	Verification from a social services agency
<b>5. Pregnant or Parenting Youth</b>	Physician's statement
Toolbox Location: Eligibility screen Tab: Eligibility, Barriers button	Child's birth certificate
	Child's baptismal record
	Verification from social service agency
<b>A Youth who is either under 22 years of age and who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents</b>	Self-attestation

Criterion	Acceptable Documentation
<b>under age 18.</b>	
<b>6. Offender</b>  Toolbox Location: Eligibility screen Tab: Eligibility, Barriers button  <b>A Youth who has ever been subject to any stage of the criminal justice process for committing a status offense or delinquent act.</b>	Court records
	Statement from halfway house
	Letter of parole
	Letter from probation officer
	Police records
	Self-attestation WIA Intake or registration form signed by applicant or guardian
<b>7. Require Additional Assistance to Complete Educational Program or to Secure and Hold Employment</b>  Toolbox Location: Eligibility screen Tab: Eligibility, Barriers button	WIA Intake or registration form
	Individual Service Strategy
	Case notes
	Self-attestation

### Barriers for Youth under 5 percent Low-Income Exception

Up to 5 percent of youth participants may be individuals who do not meet the low-income criteria. Youth who do not meet the low-income criteria must have one or more of the following barriers.

<b>1. Deficient in Basic Literacy Skills</b>  Toolbox Location: Tab – Seeker Info	Standardized assessment test
	School records
	Case notes
<b>2. School Dropout</b>  Toolbox Location: Tab: Seeker Info	School board verification of dropout status or habitual truancy
	Dropout letter from school
	Self-attestation

<b>3. Homeless</b>  Toolbox Location: Tab: Seeker Info  <b>See definition above.</b>	Verification from a shelter or social services agency
	WIA Intake or registration form signed by applicant or guardian
	Self-attestation
	Written statement from individual providing residence
<b>4. Pregnant or Parenting Youth</b>  Toolbox Location: Tab: Seeker Info  <b>See definition above.</b>	Physician's statement
	Child's birth certificate
	Child's baptismal record
	Verification from social service agency
	Self-attestation
<b>5. Offender</b>  Toolbox Location: Tab: Seeker Info  See definition above.	Court records
	Statement from halfway house
	Letter of parole
	Letter from probation officer
	Police records
	Self-attestation
	WIA Intake or registration form signed by applicant or guardian
<b>6. Disabilities (Including Learning Disabilities)</b>  Toolbox Location: Tab: Seeker Info	IEP – Individualized Education Program
	Letter from drug or alcohol rehabilitation agency
	Case notes regarding observable conditions
	Medical records
	Physician's statement
	Self-attestation (Signed local program application form)
	Psychologist diagnosis
	Social Security disability records
	School record of disability determination

	Social services records
	Veterans administration letter
	Vocational rehabilitation letter
	Worker's compensation record
<b>7. One or More Grade Levels Below the Grade Level Appropriate for the Individual's Age</b>  Toolbox Location: Tab: Seeker Info	School records  Case notes
<b>8. Face Serious Barriers to Employment as defined by the WIB (Locally Defined Barrier)</b>  Toolbox Location: Tab: Seeker Info	Individual Service Strategy
	WIA intake or registration form
	Case notes
	Self-attestation